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Special Management

***FRAUD, WASTE, AND ABUSE
PREVENTION PROGRAM***

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(Lt Col Sidney W. Goehring)

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This instruction implements Air Force Instruction (AFI) 90-301, *Inspector General Complaints Resolution*, 23 August 2011, Chapter 11, para 11.6., Commander FWA Program Responsibilities. It establishes responsibilities and procedures for administering a proactive Fraud, Waste, and Abuse (FWA) Program across the 88th Air Base Wing (ABW) at Wright-Patterson Air Force Base (WPAFB) OH. This publication does not apply to the Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Responsibility: This instruction is applicable to all personnel assigned/attached to units under the 88th Air Base Wing (ABW). Commanders and their unit Fraud, Waste, and Abuse (FWA) Program Monitors will ensure compliance with all provisions of this instruction. All actions taken will be in accordance with the current AFI 90-301 and in consideration of the most current SAF/IG *Inspector General Guide to Fraud, Waste, or Abuse Awareness*.

2. Expectations Of Commanders: Commanders at all levels must actively promote efficient, effective, and legitimate use of AF resources. Commanders will:

2.1. Establish a proactive FWA program that systematically reviews operations/processes to detect deficiencies, minimize waste, emphasize economy, and identify/correct fraud or abuse.

- 2.2. Designate within the organization, down to the Squadron level, FWA Program Monitors to regularly assess FWA climate and elevate issues for command review and action.
- 2.3. Educate all assigned personnel on what constitutes fraud, waste, and abuse with an emphasis on process improvement, adherence to AF core values, and prompt reporting of suspected violations.
- 2.4. Encourage personnel to elevate and report FWA concerns to command and supervision.
- 2.5. Maintain open communication channels through development of an organizational culture that discourages reprisal or retaliation against any individual making a FWA disclosure.

3. Expectations of FWA Program Monitors

- 3.1. Support Commanders and Directors in their responsibilities.
- 3.2. Implement and sustain value-added program initiatives that promote compliance and efficiency, detect discrepancies, and correct behavior.
- 3.3. Educate personnel on FWA prevention and reporting (e.g. distributing FWA focus topics, briefing at CC's Calls or staff meetings, highlighting FWA articles in the base newspaper, etc.)
- 3.4. Document and report compliance of FWA prevention, detection, and correction measures within the Self-Assessment Program (SAP) per AFI 90-201, *Air Force Inspection System*. The following FWA Program checklist items should be incorporated into the Commander Programs unit Self-Assessment Checklists (SACs), with state of compliance reviewed/documented at least annually (or more often if directed by the CC):
 - 3.4.1. Designate unit FWA Program Monitors at the Wing, Group, and Squadron levels.
 - 3.4.2. Educate unit personnel on FWA prevention and reporting at least annually.
 - 3.4.3. Establish a FWA prevention and detection program to correct behavior and discrepancies at the command level.

4. Suggestions For An Active FWA Prevention Program: The following suggestions for an active FWA Program come from the SAF/IG *Inspector General Guide to Fraud, Waste, or Abuse Awareness*.

- 4.1. Follow standard procedures and controls: explain reasons and avoid deviations.
- 4.2. Identify sensitive and vulnerable areas (vulnerabilities identified in the Guide by functional mission areas.)
- 4.3. Use trend reports to monitor operations: be alert to sudden shifts and persistent deviations (examples: sudden increase in expenditures; persistent loss in supply inventory; sudden shift in ability to fulfill mission; sudden increase in absenteeism or perceived drop in morale).
- 4.4. Use the Manager's Internal Control Program (MICP) processes.
- 4.5. Use independent sources for evaluation and reporting.
- 4.6. Take appropriate corrective actions in response to inspection and audit deficiencies.

4.7. Implement administrative and judicial actions (publicize appropriately). The lack of administrative and judicial action can jeopardize a commander's ability to prevent future FWA actions.

4.8. Oversee accountability for loss, damage, destruction of GOV property. Commanders are responsible for GOV and personal property under their control according to AFMAN 23-220, *Reports of Survey for Air Force Property*.

4.9. Apply a "Watchful Eye" as a deterrent: listen, observe, inquire, and investigate.

CASSIE B. BARLOW, Colonel, USAF
Commander

Attachment 1**GLOSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 90-301, *Inspector General Complaints Resolution*, 23 August 2011

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

SAF/IG *Inspector General Guide to Fraud, Waste, or Abuse Awareness*, February 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009